

## **Sponsored Programs Administration Team Assignments – March 2024**

Your Grant & Contract Administrator (GCA) is your key point of contact for sponsored programs. You can also contact your Administrator by email using our departmental account – [ORSP@du.edu](mailto:ORSP@du.edu)

**Julie Cunningham**, Senior Director of Sponsored Programs Administration: [julie.cunningham@du.edu](mailto:julie.cunningham@du.edu) – x14039

### **Research Grant Development Team**

Services include sponsor prospecting, finding funding consultations, grant narrative development and editorial review, facilitating multi-disciplinary funding opportunities, managing internal seed funding, and managing limited submission proposals.

**Pam Encinas**, Director of Research Grant Development: [pamela.encinas@du.edu](mailto:pamela.encinas@du.edu) – x14051

### **Research Administration Team**

Services include managing proposal submission due dates, general review of proposal solicitation guidelines and requirements, proposal budget review and approval, proposal submission, award negotiation and acceptance, routing and award/grant fund setup in Banner, grant fund access, review and approval of budget revisions, and non-financial post-award management (processing amendments, supplements, no-cost extensions, prior approval requests, and progress report submission).

**Peter Stansbery**, Senior Grant & Contract Administrator: [peter.stansbery@du.edu](mailto:peter.stansbery@du.edu) – x14053

- College of Arts Humanities & Social Sciences (CAHSS)
- Daniels College of Business (DCB)
- Graduate Research Fellowship Program (GRFP) Awards
- Josef Korbel School of International Studies (JKSIS)

**Donna Marsh**, Grant & Contract Administrator: [donna.marsh@du.edu](mailto:donna.marsh@du.edu) – x14248

- College of Natural Sciences & Mathematics (NSM)
- Colorado Evaluation & Action Lab (CEAL)
- Graduate School of Professional Psychology (GSPP)

**Holly Gary**, Grant & Contract Administrator: [holly.gary@du.edu](mailto:holly.gary@du.edu) – x14009

- Graduate School of Social Work (GSSW)
- Morgridge College of Education (MCE)
- University College (UCOL)

**Mekenzie Gear**, Grant & Contract Administrator: [mekenzie.gear@du.edu](mailto:mekenzie.gear@du.edu) – x14025

- Ritchie School of Engineering & Computer Science (RSECS)
- Sturm College of Law (SCOL)
- All Other Offices/Centers/Institutes Not Assigned Within Schools & Colleges

### **Research Financial Services Team**

Services include sponsor invoicing, financial reporting, oversight on institutional financial processes to include review of grant expenditures (including allowability, allocability, and reasonableness), approval of payroll redistributions, participant payments, and tuition waiver journals. Tracking and verification of cost share and effort certification. Award closeouts, records retention, and institutional contact for audits.

**Megan Whitman**, Assistant Director of Sponsored Programs Administration: [megan.whitman@du.edu](mailto:megan.whitman@du.edu) – x14038

- College of Arts Humanities & Social Sciences (CAHSS)
- University College (UCOL)
- Graduate Research Fellowship Program (GRFP) Awards
- Federal Drawdowns

**Windsor Wall**, Senior Grant & Contract Administrator: [windsor.wall@du.edu](mailto:windsor.wall@du.edu) – x14057

- Graduate School of Social Work (GSSW)
- Morgridge College of Education (MCE)
- Josef Korbel School of International Studies (JKSIS)
- Colorado Evaluation & Action Lab (CEAL)
- Graduate School of Professional Psychology (GSPP)
- Sturm College of Law (SCOL)
- Daniels College of Business (DCB)
- All Other Offices/Centers/Institutes Not Assigned Within Schools & Colleges

**Helen McGrath**, Research Financial Analyst: [helen.mcgrath@du.edu](mailto:helen.mcgrath@du.edu) – x17888

- College of Natural Sciences & Mathematics (NSM)
- Ritchie School of Engineering & Computer Science (RSECS)

### **Subagreement Management Team**

Services include issuing of subaward/subcontract and consulting agreements, amendments, and subrecipient risk assessments and monitoring.

**Jenna Galuska**, Senior Grant & Contract Administrator: [jenna.galuska@du.edu](mailto:jenna.galuska@du.edu) – x13657

- Subagreement Administrator - [ORSP.Subs@du.edu](mailto:ORSP.Subs@du.edu)